

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Senior Housing Security Officer**

Exam #: **66026**

Last Date for Filing: **January 9, 2009**

Date of Examination: **February 7, 2009**

Job Title: Senior Housing Security Officer, Troy Housing Authority, Grade 22, Salary Range \$48,338 - \$70,907.

This examination is being held to establish an eligible list and fill future vacancies for the Troy Housing Authority. Candidates must have been legal residents of Albany, Columbia, Greene, Rensselaer, Saratoga and Washington Counties for at least one month immediately preceding the date of this examination.

DUTIES OF THE POSITION: (Illustrative only)

- Oversee, coordinate, and supervise the activities of the Patrol Supervisor and other Security Personnel;
- Patrols Housing Authority buildings and grounds on a regular basis during an assigned shift or special assignment;
- Posts and instructs Housing Security Patrol Supervisor on their responsibilities during tours of duty;
- Prepares log reports for tours of duty and submits to appropriate authority;
- Supervises the investigation of suspicious or unusual activities, takes or recommends appropriate action;
- Contacts Police or Fire Department or other appropriate source in case of fire, accident or illness, illegal residents, maintenance emergencies, child abuse, parking violations, and acts as liaison to same;
- Attend Tenant Security and other residential security education programs and otherwise communicates on a regular basis with tenant organizations;
- Supervises or personally provides escort service for elderly or infirmed residents
- Assists tenants or visitors with questions or other problems as they may arise;
- Makes recommendations to superiors on use of personnel and program goals;
- Obtains files and maintains reports of police calls or activities concerning Housing Authority property or tenants;
- Oversees lease enforcement activities.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the examination:

- A. Graduation from a regionally accredited or New York State two year college with an Associate's Degree in Political Science, Criminal Justice, or a related field and 2 years of experience in law enforcement,

OR

- B. Graduation from high school or possession of a high school equivalency diploma and four years of experience in law enforcement.

Special Requirements: Prior to appointment, candidates must show proof of the following and retain such throughout employment -

1. A valid New York State driver's license;
2. A New York State Pistol permit;
3. Peace Officer status.

ANTICIPATED ELIGIBILITY: If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written exam will test for knowledge, skills and/or abilities in such areas as:

1. Administrative supervision: These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. NYS Penal Law, Criminal Procedure Law, and Vehicle and Traffic Law: These questions test for knowledge of laws in effect on January 1, 2009, that safety and security personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of sections of the Penal Law, the Criminal Procedure Law, and the Vehicle and Traffic Law.

3. Preparing written material: These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Safety and security methods and procedures: These questions will test for knowledge of the methods and procedures utilized in safety and security related positions. The questions will cover such areas as principles and practices of safety and security precautions in a building or grounds setting, proper response to safety or security related incidents, the investigation of incidents, and the inspection of buildings or grounds for potential safety and/or security problems.

5. Understanding and interpreting written material: These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

The use of calculators is ALLOWED for this examination

This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

VETERANS or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

For purposes of claiming veteran credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946

October 23, 1983 to November 21, 1983

June 27, 1950 to January 31, 1955

December 20, 1989 to January 31, 1990*

February 28, 1961 to May 7, 1975

August 2, 1990 to end of such hostilities

June 1, 1983 to December 1, 1987*

*Credit for Lebanon, Grenada and Panama will be limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal or the Marine Corps Expeditionary Medal.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointments in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, **no credit may be added after the eligible list has been established.**

APPLICATION FEE: A \$15.00 NON-REFUNDABLE fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail. **SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE.** If mailing the application, send check or money order, payable to the Troy Civil Service Commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 1 Monument Square, Troy, NY 12180.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, are receiving Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed above.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 1 Monument Sq., Troy, NY or online at www.troyny.gov

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

CROSS FILER STATEMENT: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you are taking another Civil Service examination for any other Civil Service agency on the same day as this examination, please notify this office at the time you file your application.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS. Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.